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**NORTH  
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~~~~~  
**COMBINED  
AUTHORITY**

**UK Shared Prosperity Fund  
People and Skills Year 3  
Specification**

**Call for bids to deliver  
employment support and in work support  
April 2024 to March 2025**

POWERED BY  
**LEVELLING  
— UP —**

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# North of Tyne UK Shared Prosperity Fund: People and Skills year 3

This open call should be read in conjunction with the North of Tyne Combined Authority's UK Shared Prosperity Fund people and skills year three project application guidance.

## 1 Background to UK Shared Prosperity Fund (UKSPF)

The UKSPF will invest in economic growth and regeneration in the regions of the United Kingdom (UK), replacing the previous European Structural and Investment Funds (ESIF). All European funded programmes ended in 2023.

To help realise their Levelling Up aims, Government has set out that the UKSPF should invest to achieve the following objectives:

- Boost productivity, pay, jobs and living standards
- Spread opportunities and improve public services
- Restore a sense of community, local pride and belonging
- Empower local leaders and communities.

The UKSPF has three investment priorities of Communities and Place, Local Business Support, and People and Skills.

## 2 About the North of Tyne Combined Authority

The North of Tyne Combined Authority (NTCA) is a strong cross-party, cross-regional collaboration led by a mayor and cabinet working hard to create inclusive, sustainable growth through devolution. Covering the areas of Newcastle, North Tyneside, and Northumberland, our focus is to drive jobs, inclusion, new homes, the net zero transition, and positive economic change in our region.

NTCA's vision is of a dynamic and more inclusive economy, one that brings together people and opportunities to create vibrant communities and a high quality of life, narrowing inequalities and ensuring that all residents have a stake in our region's future. Reducing inequalities and improving access to opportunities is also an inherent part of the Government's Levelling Up programme<sup>1</sup> and subsequent UK Shared Prosperity Fund (UKSPF) prospectus<sup>2</sup>.

NTCA will invest our allocation of UKSPF in activities to achieve this vision. This includes supporting those not in work to secure good jobs and supporting those in work to retain and progress in work. We want to build on the existing investment that NTCA and its partners are already delivering to boost employment. This includes ensuring all activity is aligned to our North of Tyne Employability Plan and the Employment Partnerships:

- **North of Tyne Employability Plan<sup>3</sup>:** The North of Tyne Employability Plan sets out our ambitions for a thriving economy which provides opportunities for all of our residents to achieve their aspirations.

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<sup>1</sup> [Levelling Up White Paper](#)

<sup>2</sup> [UK Shared Prosperity Fund: prospectus](#)

<sup>3</sup> [North of Tyne Combined Authority Employability Plan](#)

This plan provides a clear framework for how we ensure that across the North of Tyne the barriers to employment and the challenges employers are currently facing are addressed to support economic recovery and growth. Delivery organisations across North of Tyne will be encouraged to refer to the plan and reflect it in their own plans knowing that collectively we will be working towards the same strategic aims.

- **Employment Partnerships:** To support the Plan, NTCA has invested resources to create Employment Partnerships in each Local Authority area. These dynamic and inclusive partnerships bring together people and opportunities to support jobseekers, narrow inequalities and ensure that everyone has a stake in our region’s future. Via these partnerships, we aim to help close the unemployment and inactivity gaps by supporting interventions to remove the barriers which make it difficult for people to take up employment and training opportunities and increase awareness and understanding of the local labour market, the job roles available, how to successfully secure one of these roles and the career opportunities available in these sectors. The Employment Partnerships will ensure that there is effective collaboration and partnership working, which will add value strategically and operationally to the North of Tyne employment support ecosystem.

Further detail regarding Employment Partnerships can be found in [section 9](#). This section also includes details of the expectations of successful applicants in relation to these partnerships.

Our objectives for the UKSPF People and Skills theme are:

- Supporting economically inactive people to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
- Supporting people furthest from the labour market to access basic skills.
- Skills to progress in work and to fund local skills needs.

### 3 Overarching ambition of the employment support and in work support programme

The overarching ambitions of the UKSPF employment support and in work support (2024/25) investment is to:

- **Simplify** the employability landscape, to make it easier for residents to access provision
- Ensure that employability provision is **demand led**, prepares people for labour market opportunities and that employers are involved in shaping delivery
- Create an employment journey which supports people **towards work, into work, and within work**. This means UKSPF year three provision will start preparing those further from the labour market for more work-related activity in 2025 onwards, while working with people closer to the labour market now.

## 4 UKSPF People and Skills investment year three (2024/25)

NTCA will invest in three strands of activity in the UKSPF People and Skills theme for employment support and in work support (2024/25). These are:

1. **Barrier removal, building the confidence and motivation to work** for people who are assessed as being further from the labour market. This activity will give access to the right support and skills, to progress people towards employment.
2. **Work focused employment support** for out-of-work residents including work-related activities, job-search support and work placements, to prepare people for finding and entering work.
3. **Support for people who are in work** to retain and sustain work, and support for people experiencing in work poverty to progress in work.

These strands of activity will focus on providing **both** economically inactive and unemployed residents people with access to supports people towards work, into work, and within work. This will include:

- A focus on place-based approaches, including focusing on deprived neighbourhoods or areas with a higher density of inactivity. Deprived neighbourhoods are defined as the 20% most deprived LSOA's (lower super output areas) in the income and employment domains in the IMD 2019 (index of multiple deprivation), **and**
- A focus on priority groups, in particular:
  - Young people aged 16 to 24,
  - Females,
  - People aged 50 to 64,
  - Ethnic minorities,
  - People with caring responsibilities,
  - Disabled residents or those with a health condition.

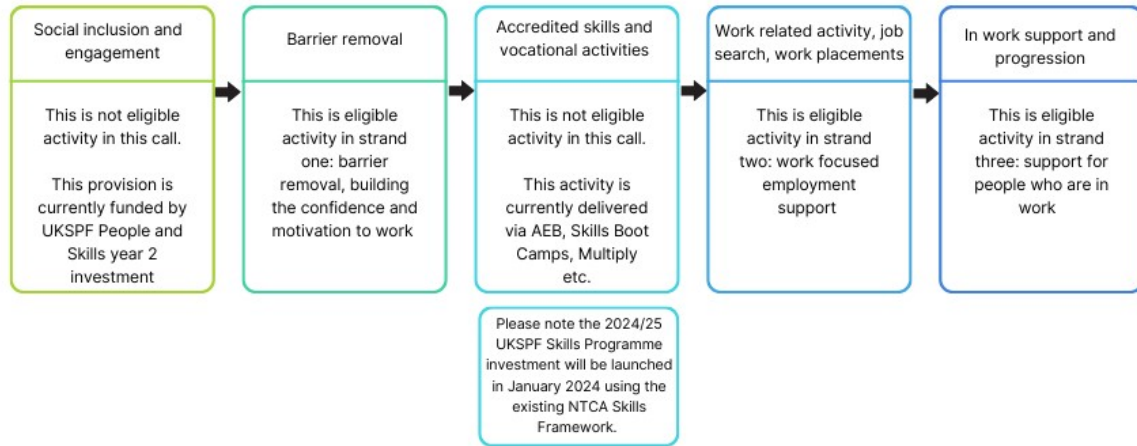
UKSPF resources will build on and add value to a broad range of NTCA people and skills programmes, including the devolved Adult Education Budget, Skills for Growth, Skills Bootcamps, Multiply, Employment and Skills Programme, Return to Work Carers Project and North of Tyne Employment Partnerships. UKSPF resources will not duplicate existing funded provision.

Diagram 1, below, sets out the stages of an employment journey, and what stages we are planning to invest in with UKSPF year three funding, and how this fits with other activity that is currently available within the NTCA area.

The employment journey is designed to illustrate where current investment already exists, and where NTCA intends to invest, through this call for projects. We acknowledge that there is existing activity in place delivering valuable support and this call for projects seeks to compliment this, and fill gaps in areas where additional support is needed.

The intention is to create an employment support system, where providers are able to refer residents to the next stage of their journey.

# employment journey



**Diagram 1: the employment journey and UKSPF year three investment in this**

Further details on eligible activity is included in [section 7](#). Further details on the current funded activity is included in [section 10](#).

## 5 Evidence base

NTCA have undertaken a robust review of the evidence base to inform this call for projects. The review of evidence has included:

- Labour market analysis,
- Reviewing best practice, project evaluations and ‘what works’ in employment support,
- Mapping of current employment services,
- Resident consultation,
- Feedback from the Mayor’s Equalities Assembly,
- Stakeholder consultation, and
- Feedback from the providers engagement events, held in September and October 2023.

All applicants should reflect on the evidence base and good practice from other employment support evaluations and set out how they can be embedded into project delivery.

Applicants are not required to submit evidence for their application but are requested to develop proposals that align to the criteria outlined in [section 4](#), above. A summary of the evidence base is included in [appendix 1](#).

## 6 Summary of criteria and deadlines

This section sets out a summary of the key dates and eligibility criteria. This should be read in conjunction with the people and skills year three project application guidance.

### Key dates:

- Applications must be received by **noon on Friday 15<sup>th</sup> December 2023**. Any application not fully completed and submitted by this date and time will not be assessed.
- Interviews will be held with the assessment panel on 10<sup>th</sup> or 11<sup>th</sup> January 2024. Applicants are requested to hold this date in diaries.
- Projects will be required to mobilise in February - March 2024.
- The projects must be live and ready to take referrals from 1 April 2024.
- All activity and spend must be complete, and outputs and outcomes achieved, by the 31 March 2025.

### Indicative fund allocation:

- The total UKSPF resource available for this opportunity is £7.4 million.
- The minimum grant request is £500,000, and the maximum request is £1.5 million. Projects that apply for more or less funding will not be assessed.
- The intention is to create a balanced portfolio of projects with geographic spread across the NTCA area, which compliments other UKSPF funding streams and other current investment, to minimise any risk to delivery, given the UKSPF year three timescales.
- NTCA funding is not intended to replace existing funding or be for an extension of existing activity.

### Eligible applicants:

- All organisations are eligible to apply for funding from this call.
- Providers may wish to consider forming consortia and/or partnership approaches to extend their reach and create coordinated approaches across the area.
- Applicants can submit more than one bid or be included as a partner in more than one bid.

### Partnership bids:

- Providers may wish to consider forming partnerships to deliver year three activity. This approach will be welcomed by NTCA.
- A lead applicant will be required, who will be financially accountable for the bid and contract.
- The lead applicant will be required to use good supply chain management principles within the partnership, including clear and transparent communication with partners.
- Lead applicants should not ask partners for 'exclusivity', that means partners can be included in more than one bid.
- Lead applicants will be required to submit letters of support from all partners and complete an appendix to their bid with the percentage of delivery that will be completed by each of the partners.

### Geographical scope:

- All delivery must be within the North of Tyne Combined Authority area.
- Projects do not have to cover the full area.
- Eligible participants must reside within the North of Tyne area.

- Employers do not have to be located within NTCA, if a resident is supported into employment within a valid travel to work area.

**Specific funding requirements:**

- All successful applicants will be required to actively work with the relevant Employment Partnership(s) in Newcastle, Northumberland and or North Tyneside, to ensure UKSPF funded projects add value to, and do not duplicate existing activity.
- Applications must consider social value within their response.
- There is an expectation that providers will have signed up to the NTCA Good Work Pledge.
- Please see the project application guidance document for additional information.

**Match funding:**

- NTCA welcomes projects that bring match funding.
- There is no set level of match funding required, however, NTCA expects match funding to be auditable and attributable to project expenditure. Therefore, match funding for projects must relate to actual project expenditure.
- Please see the project application guidance document for additional information regarding the calculation and eligibility of costs.

**Outputs and outcomes:**

- All activity should align with UKSPF investment priorities E33. E34 and E35 can be included as secondary outputs and outcomes. Please see [UKSPF Output Outcome Guidance V1 - NTCA \(northoftyne-ca.gov.uk\)](https://www.northoftyne-ca.gov.uk) for more details.
- Applicants are expected to submit proposals which demonstrate impact and additionality.
- It is for providers to demonstrate that the provision they propose will deliver the eligible activities, outputs and outcomes we are seeking. Further detail on outputs and outcomes is included in [section 11](#).
- We will require applicants to demonstrate how they intend to progress participants towards and / or into work, including progression into training or other support to address a specific need, and what tool(s) will be used to monitor the individual’s progress. The UKSPF data capture schema will be used to support this.

**Assessment of application:**

- All applications will be scored in line with the NTCA application award criteria set out in the project application guidance document.
- NTCA will hold interviews with an assessment panel on either 10 or 11 January 2024. Applicants are advised to hold this date in diaries.

**7 Eligible activity**

Organisations are invited to apply for UKSPF funding to deliver the interventions and activities identified in the People and Skills investment priority<sup>4</sup>. For this open call, activity is focused primarily on delivering the outputs and outcomes associated with intervention E33:

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<sup>4</sup> [Gov.uk: UKSPF Interventions list for England](https://www.gov.uk/government/collections/uksp-interventions)



- Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills support where there are local provision gaps (Intervention E33).

Successful applicants may also record outputs and outcomes associated with interventions E34 and E35, where this is appropriate, adds value, and does not duplicate existing funded provision:

- Courses including basic skills, and life skills and career skills (where not met through DWP provision) for people who are unable to access training through the adult education budget or wrap around support detailed above. Supplemented by financial support for learners to enrol onto courses and complete qualifications. (Intervention E34)
- Activities such as enrichment and volunteering to improve opportunities and promote wellbeing (Intervention E35).

Activity will focus on providing **both** unemployed and economically inactive people with access to the right support to overcome their barriers to work and equip them with the right skills and attributes to progress into good, sustainable employment.

This will be in three strands:

**Strand 1: Barrier removal, building the confidence and motivation to work** for people who are assessed as being further from the labour market. This activity will provide support to progress people towards employment. This strand will include barrier removal activities, supporting those furthest away from the labour market, with support to address and remove barriers to work and improve confidence, motivation and wellbeing. Activities which could be supported within this strand may include, but are not limited to:

- Projects will be expected to trial new methods of engagement or integration with other services, to get access to residents who are currently not engaging in employment support.
- This strand will involve engaging people, completing a baseline assessment and developing an action plan, then directly delivering or referring to existing provision, for barrier removal activities, supporting people into regular meaningful activity and positive routines. This may include personalised support delivered through keyworkers, including referrals to relevant external training, skills and specialised support.
- Activity should be targeted at the needs of specific groups of residents, as an example for carers, delivery of person-centred emotional and practical support and advice on how to balance caring and work responsibilities, where this presents a barrier to work, may be appropriate.
- This support should be targeted at residents who are further from the labour market and will prepare 'a pipeline' of residents who will be ready for more work-related activity for 2025 onwards.
- This strand is likely to be economically inactive residents but may also include unemployed residents who are socially excluded, furthest from the labour market, and may be facing multiple barriers to work.
- Wrap around support for people whose first language is not English may be appropriate activity, however this investment will not fund ESOL provision, so links must be made to existing funded provision.

- Support may include a mix of group work and one-to-one support, which could incorporate peer support models. This could include peer support groups for people with similar interests or barriers to work.
- We are seeking provision that has a strong element of face-to-face support but will consider a 'blended delivery model' of in-person and digital support to meet individual needs.
- We are keen to see new models for engaging and supporting people.

**Strand 2: Work focused employment support** for out-of-work residents. During this stage there will be a series of work-related activities, to prepare residents for finding and entering work. Activities which could be supported within this strand may include, but are not limited to:

- This strand will include work-related activity, including job search support, work placements, work trials, interview preparation and volunteering opportunities to improve opportunities and build experience.
- Projects will engage people, complete a baseline assessment and develop an action plan, then directly deliver work-related employment support.
- Activity should be targeted at the needs of specific groups of residents, for example for individuals with health and disability needs, work placements which include person-centred vocational profiling, job matching, and job task analysis may be appropriate.
- Support within this strand will be targeted at residents who can move into work within approximately 6 to 12 months.
- Employers should be involved in the project delivery, ensuring that approaches are meeting employers' recruitment needs and seeking to fill current labour market vacancies.
- Projects should be delivered using evidence-based approaches to employment support.
- Support may include a mix of group work and one-to-one support, which could incorporate peer support models.
- Wrap around support for people whose first language is not English may be appropriate activity, however this investment will not fund ESOL provision, so links must be made to existing funded provision.
- Provision could include face-to-face support as well as digital support to meet individual need. Piloting digital support out of office hours may be beneficial to individuals.

For strand one and two, we would welcome applications which focus on **both socially excluded, unemployed and economically inactive people** from the following groups in particular:

- Those aged 16 to 24,
- Females,
- Those aged 50 to 64,
- Ethnic minorities,
- People with caring responsibilities,
- Disabled residents or those with a health condition.

For this funding, NTCA are encouraging projects that will support those residents who are economically inactive or unemployed and socially excluded, and want to work, rather than focusing on those who are inactive and don't want to work.

**Strand 3: Support for people who are currently in work** to retain and sustain work, and support for people to progress in work, who may be in low paid or insecure positions, and experiencing in work poverty. Activities which could be supported within this strand may include, but are not limited to:

- Support for people who have recently entered work and may need practical support to sustain employment. This may include focused wellbeing sessions to develop coping strategies to deal with stress, or support in negotiating with an employer for reasonable adjustments,
- Support for people who are in work and need support to progress – this may include securing additional hours, moving from insecure work to more secure employment, or people who are looking to progress in work. Typically, this group of people will be universal credit claimants and people who may be experiencing in work poverty.
- The focus of this strand of activity is on retention in work, but this may also include moving into a new role.
- Activity may include one to one informal support and coaching, careers advice, support in liaising with an employer, support to job search, skills development etc.

### **Delivering more than one strand of activity**

Current UKSPF funding for this investment is for a 12 month period only. The intention is to invest in focused and targeted support, that simplifies the employment journey for residents. With this in mind, we will only invest in projects that focus on priority groups and/or take place-based approach, focusing on the 20% most deprived areas (based on IMD 2019).

Ideally, we would be keen to see projects that deliver one strand of activity. However, we understand that some residents may progress through their employment journey more quickly than expected. To ensure delivery is person-centred, applicants can propose a project that delivers elements of both strand one and two, or both strand two and three, where this is for the benefit of individual residents. However, the majority of activity is expected to be targeted at a specific group, therefore overlap between the strands is not expected to be commonplace.

### **Target participants**

Both unemployed and economically inactive residents in the North of Tyne area will be eligible for support under this programme if they:

- are resident within the North of Tyne area,
- are aged over 16, and
- have the 'right to work' in the UK.

Please refer to the project application guidance document for further information regarding the 'right to work' in the UK.

### **Definitions**

Eligible participants must meet the definition of economic inactivity **or** socially excluded, provided below, which has been published by DLUHC in the output and outcome definitions guidance<sup>5</sup>:

- **Economically inactive individuals** are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals

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<sup>5</sup> [UK Shared Prosperity Fund: outputs and outcomes definitions](#)

claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent). There is no length of time of inactivity required.

- **Socially excluded** means being excluded from society, or parts of society, as a result of one of more of following factors: Unemployment, financial hardship, youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender reassignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), and crime (either as a victim of crime or as an offender rehabilitating into society).
- **Unemployed** people, is defined as those without a job, have been actively seeking work in the past four weeks and are available to start in the next two weeks. Not all unemployed people claim unemployment-related benefits, due to either not being entitled to claim unemployment-related benefits or choosing not to do so.

We would welcome applications which focus on **unemployed, economically inactive and socially excluded people** from the following groups in particular:

- Young people aged 16 to 24,
- Females,
- People aged 50 to 64,
- Ethnic minorities,
- People with caring responsibilities,
- Disabled residents or those with a health condition.

We are interested in proposals that will seek to work specifically with these target groups, for example a project that will work with young people aged 16 to 24. There are, of course, intersecting barriers, and we acknowledge that some of those young people will also be female, from an ethnic minority group, or have a disability or caring responsibilities.

For this funding, NTCA are encouraging projects that will support those residents **who want to work** and who are economically excluded, rather than focusing on those who are economically inactive and don't want to work.

## 8 Geographic coverage

We are looking for a spread of provision across the full North of Tyne Combined Authority geography. This includes the following Local Authority areas:

- Newcastle City Council,
- Northumberland County Council,
- North Tyneside Council.

Providers may submit applications that deliver in one, two, or across all three geographical areas. We do not anticipate applications that will cover part of a Local Authority area, but there may be applications that focus on several smaller geographies, for examples neighbourhoods with high concentrations of inactivity.

UKSPF provision should be easily accessible to targeted participants. We will seek a balanced portfolio of delivery across the region (e.g., geography including our rural areas, target participant groups, and outputs / outcomes) to ensure an equality of access to all residents in the region. Allocations will demonstrate equity of provision across all areas within the wider North of Tyne geography.

The award of a grant will be subject to the appropriate coverage of project outcomes, geographical location, target groups, successfully passing the due diligence process, and having sufficient capability and capacity in place to mobilise quickly and deliver within the time available.

From the initial submissions received, if NTCA do not have sufficient coverage of project outputs and outcomes, geographical locations and target groups, NTCA may enter into clarifications with bidders to discuss their initial submission and ensure that there is sufficient coverage.

## 9 Employment partnerships

Successful applicants will be expected to work collaboratively with Employment Partnerships in the respective Local Authority areas. This section includes details of the requirements NTCA expect successful applicants to undertake in relation to Employment Partnerships.

The Employment Partnerships are led by the local authorities, and the partnerships bring together DWP, other public, private and voluntary sector employment and skills providers and the NTCA to support job seekers and employers to help move people into sustained, high-quality employment. Through this approach the partnerships will help bring together, coordinate and maximise existing capacity.

Employment Partnerships will:

- Ensure that all partners are aware of each other's provision offer, and are encouraged and supported to make appropriate referrals,
- Enhance collaborative working with NTCA, DWP, constituent Local Authorities and local stakeholders,
- Support the maximisation of existing provision and avoid duplication,
- Co-ordinate and strengthen engagement with employers to address their training and recruitment needs,
- Draw out and share intelligence to identify synergies, new partnerships and highlight gaps in provision,
- Work collaboratively as a partnership to address gaps in provision.

We expect all:

- **Applicants** to consult with the relevant Employment Partnership co-ordinator during the development of their proposed project to ensure it aligns with existing provision, and to discuss how they could best work with the Partnership should the project be approved.

- **Successful providers** to be active members of the relevant Employment Partnerships; share progress reports with the relevant local partnerships; actively work with Employment Partnership coordinators to inform and support their work including provision of relevant performance data and mapping activities; and work in collaboration with the partnerships ensuring that there is no duplication of provision.

If you would like to contact the relevant Employment Partnership(s) to understand how you can engage with the Partnership, please contact:

- Newcastle City Council: Chris Ord [chris.ord@newcastle.gov.uk](mailto:chris.ord@newcastle.gov.uk)
- Northumberland County Council: Vicki Clarke [victoria.clarke@northumberland.gov.uk](mailto:victoria.clarke@northumberland.gov.uk)
- North Tyneside Council: Aaron Wilson [aaron.wilson@northtyneside.gov.uk](mailto:aaron.wilson@northtyneside.gov.uk)

Additionally, NTCA will facilitate an introductory meeting between the Employment Partnership Coordinators and successful applicants during the mobilisation period, to ensure contact has been made and projects are enabled to engage as appropriate from 1 April 2024.

## 10 Alignment with other projects and programmes

We expect that applications will demonstrate how they align with, and not duplicate, existing projects and programmes. This includes:

**UKSPF Multiply programme** - Multiply is a national programme focused on improving adult numeracy skills, targeted at adults aged 19+ who need to improve their numeracy (up to and including Level 2) and supports both the employed and the unemployed.

### UKSPF People and Skills year two funded projects:

- **Progress North East** - North East Autism Society (NEAS) with Azure and Upstart. This project provides expert-led, one-to-one support to economically inactive residents across the North of Tyne, who are over the age of 16 and are autistic, neurodivergent, and/or have learning difficulties and disabilities, and are experiencing mental ill-health. Activities will be undertaken to identify and remove barriers to employment, to build aspirations and confidence, and help residents into work. Progress North East starts on 1 October 2023 and delivers until 31 March 2025.
- **Solid Foundations** - Citizens Advice Northumberland with Blyth Resource and Initiative Centre; Community Action Northumberland; Cygnus Support; Northern Learning Trust; and Northumberland Community and Voluntary Action. This project provides one-to-one holistic support to residents in Northumberland, who are over the age of 16 and economically inactive. Support is tailored to each residents' needs and capabilities, with priorities that meet their individual goals and aspirations, to enable residents to successfully access the labour market. Solid Foundations started on 1 July 2023 and delivers until 31 March 2025.
- **Wise Group Relational Mentoring** - The Wise Group with Anxious Minds; Building Futures East; JET North; Justice Prince CIC; Meadow Well Connected; and Reviving the Heart of the West End. This project will provide relational mentoring to economically inactive residents who

are over the age of 16 and live in the Newcastle and North Tyneside areas, offering a wide range of activities and services that address the varied and complex barriers that prevent many securing and sustaining quality employment. Activities include household budgeting, mental and physical health support and work and social skills as well as employability support. Wise Group Relational Mentoring started on 1 July 2023 and delivers until 31 March 2025

## 11 Outputs and outcomes

The UKSPF outputs and outcomes<sup>6</sup> associated with this programme are listed in the table below. The expected outputs and outcomes are associated with UKSPF Intervention E33. Providers may also deliver and report on outcomes and outputs associated with Interventions E34 and E35, where this is appropriate to the project.

As part of the application process, providers will be required to submit a form with a projection of the outputs and outcomes that they intend to achieve by 31 March 2025.

Please note:

- Providers will not be required to deliver against every output and outcome.
- The table below includes duplication, as some people will meet the definition of multiple output measures.
- A definition of each output and outcome is provided with the application form.

| Number of:                                                                           | Strand 1 | Strand 2 | Strand 3 |
|--------------------------------------------------------------------------------------|----------|----------|----------|
| total number of residents engaged                                                    | 2200     | 1500     | 1200     |
| economically inactive people engaging with keyworker support services                | 1200     | 1200     | 0        |
| socially excluded people accessing support                                           | 1000     | 1200     | 0        |
| people accessing mental and physical health support leading to employment            | 250      | 250      | 0        |
| people supported to engage in job-searching                                          | 100      | 1100     | 100      |
| people sustaining engagement in job-searching following support                      | 0        | 600      | 0        |
| people receiving support to gain employment                                          | 0        | 400      | 100      |
| effective working engagements between keyworkers and additional services             | 1000     | 800      | 1000     |
| people sustaining engagement between keyworkers and additional services              | 500      | 400      | 0        |
| people reporting increased employability through development of interpersonal skills | 1100     | 1000     | 1000     |
| people in employment, including self-employment, following support                   | 0        | 400      | 0        |
| people gaining basic skills (English, maths, digital, and ESOL)                      | 200      | 200      | 0        |
| people supported to engage in life skills                                            | 600      | 600      | 0        |

<sup>6</sup> [Gov.uk: UK Shared Prosperity Fund – Interventions, Objectives, Outcomes and Outputs \(PDF\)](#)

|                                                                                           |     |     |     |
|-------------------------------------------------------------------------------------------|-----|-----|-----|
| people gaining a qualification or completing a course following support                   | 500 | 0   | 0   |
| volunteering opportunities supported                                                      | 100 | 150 | 0   |
| people taking part in work experience programmes                                          | 0   | 250 | 0   |
| people experiencing reduced structural barriers into employment and into skills provision | 800 | 400 | 500 |
| economically inactive people in employment, including self-employment, following support  | 0   | 400 | 0   |

Approval of contracted outcomes and outputs will be agreed between NTCA and successful applicants and will remain subject to the publication of further government guidance. Providers will be required to outline how they will deliver value for money as part of the application process.

Please refer to the project application guidance document for additional information regarding UKSPF outputs and outcomes.

## 12 Quarterly claims and payments

NTCA's claim process operates quarterly in arrears with projects able to claim for actual expenditure on project activities, on a quarterly basis, after the money has been spent. Applicant organisations are required to cashflow project activity; this needs to be factored into project planning and financial profiles included within the application. If the project cannot be delivered on this payment basis, applicants should contact NTCA at the earliest opportunity to discuss alternative options.

NTCA will pay the grant to projects based on the project intervention rate, if match funding is in place. For example, a project with a total value of £1m with £500,000 NTCA investment would have a 50% intervention rate. If a project submitted a claim for £200,000 of eligible expenditure, then NTCA would pay 50% of those costs (£100,000).

Claims will be paid when:

- A fully completed claim form has been approved by NTCA together with supporting information, including a detailed transaction list from which information will be sampled and evidence of defrayment required,
- Any project specific funding conditions have been complied with,
- Financial, output, milestone, risk and progress information has been uploaded correctly onto the portal,

Claims will be due one month following the quarter end. For example, a quarter one (April-June) 2024 claim will be due by 31 July 2024. NTCA shall withhold 10% of the project value until all necessary checks have been undertaken and the project can be satisfactorily closed.

## 13 Monitoring and evaluation

The monitoring information for each participant will be collected via the Participant Registration Form (see [appendix 2](#)). It will be the responsibility of each provider to ensure every participant has completed



this information. Monitoring returns, along with claims, will be submitted on a quarterly basis, and sample checks completed.

The evaluation of the UKSPF programme is vital to inform future direction. All participating organisations must commit to participate in research and evaluation by collecting and providing data, taking part in qualitative interviews, completing surveys and allowing their data to be processed and analysed for this purpose.

## Appendix 1 – Evidence base

The North of Tyne Combined Authority (NTCA), includes Newcastle, Northumberland, and North Tyneside local authorities. The economy of the NTCA is one of the fastest growing in the UK.<sup>7</sup> This section provides background and context for the NTCA UKSP people and skills year three specification.

- The combined authority area is home to over 829,700 people, including 519,000 working-age residents.
- With approximately 25,000 businesses who provide over 425,000 jobs, the NTCA area has approximately 82 jobs for every 100 working-age people.<sup>8</sup>
- Since 2016, accommodation, food services, scientific, professional, and construction jobs have fuelled job growth in the NTCA.<sup>9</sup>
- It is expected that new employment opportunities will be driven by the care, administration, public services, and sales sectors.<sup>10</sup>
- Since the pandemic, the unemployment rate in the NTCA has returned to pre-pandemic levels, but the economic inactivity rate remains higher.<sup>11</sup>
- NTCA still has the lowest economic activity rate of all the Mayoral Combined Authorities (MCAs) in England.<sup>12</sup>
- NTCA has a higher rate of economically inactive residents older than 16 (43.6%) compared to the rest of the England, where 39.1% of residents are economically inactive.<sup>13</sup>
- While the economic inactivity rate in the UK has been decreasing, NTCA has seen continuous increases since the pandemic.
- In comparison, the unemployment rate in the NTCA is seeing a downward trend in the NTCA. The rates of economic inactivity and unemployment for the NTCA and the United Kingdom from 2011- 2022 are illustrated in the figure below (Figure 1).

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<sup>7</sup> [About - NTCA \(northoftyne-ca.gov.uk\)](https://www.northoftyne-ca.gov.uk)

<sup>8</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

<sup>9</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

<sup>10</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

<sup>11</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

<sup>12</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

<sup>13</sup> [Build a custom area profile - Census 2021, ONS](#)

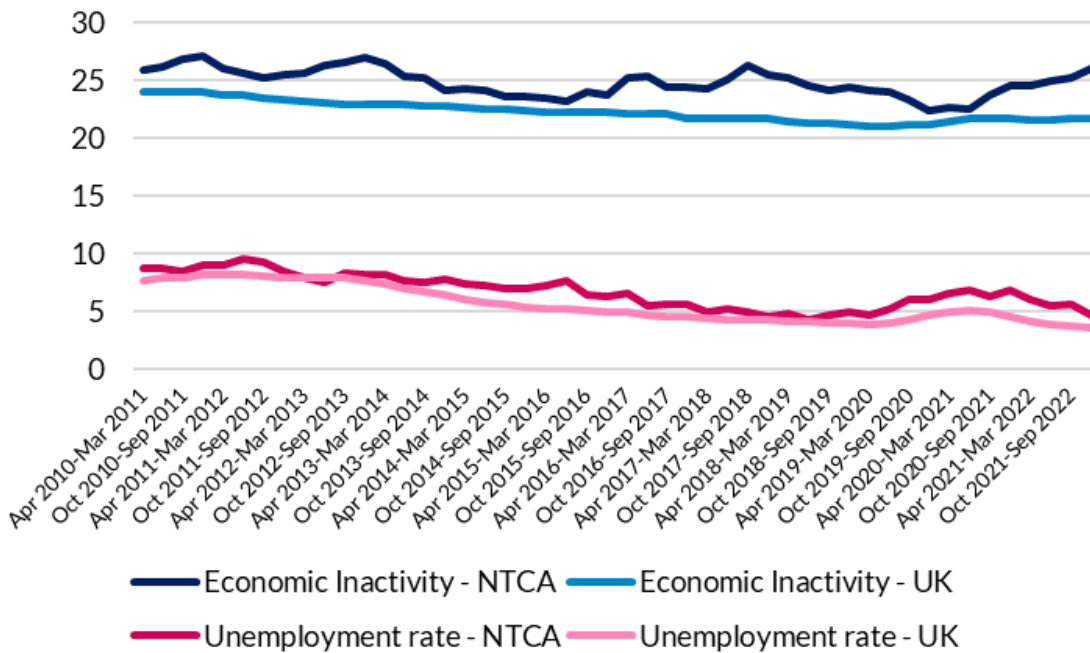


Figure 1- Economic inactivity and unemployment in NTCA and UK (for residents aged 16-65)

- Economic inactivity is not uniform across age groups and geographies within the NTCA. For example, the City of Newcastle, partially due to its student population, has a higher proportion of economically inactive residents.<sup>14</sup>
- The reasons for economic activity by geographic area within NTCA is summarised in the chart below (Figure 2).

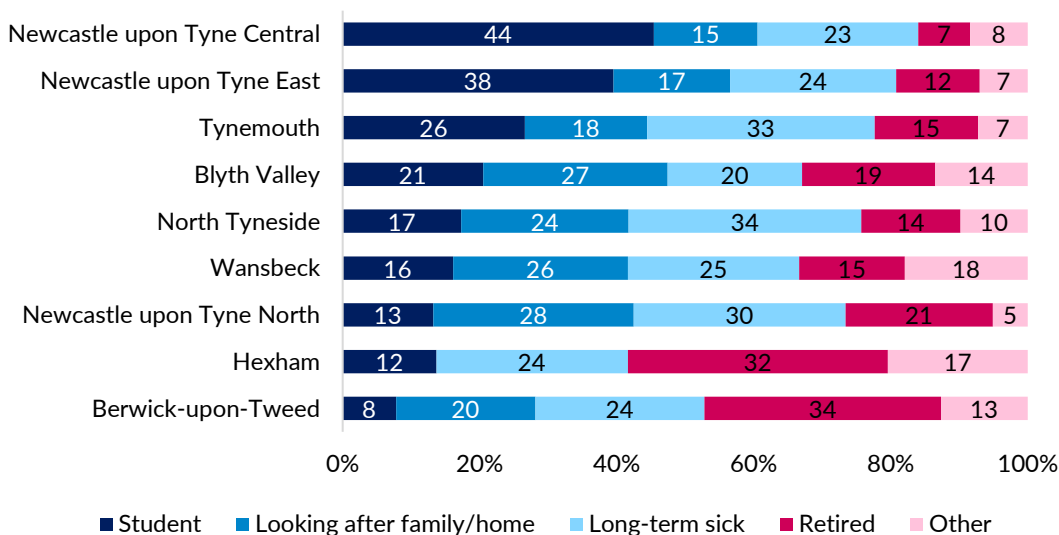


Figure 2- Percentage of economically inactive by reason (Jan -Dec 2022)

<sup>14</sup> [UK SPF People and Skills Year 3 Analysis May 23.pptx \(sharepoint.com\)](#)

- Unemployment levels both nationally and in the NTCA, saw an upturn during the pandemic, however, **unemployment rates have now returned to pre-pandemic levels.**
- However, different demographic groups experience higher rates of unemployment, figure 3, below, provides a comparison between NTCA and the rest of the UK.

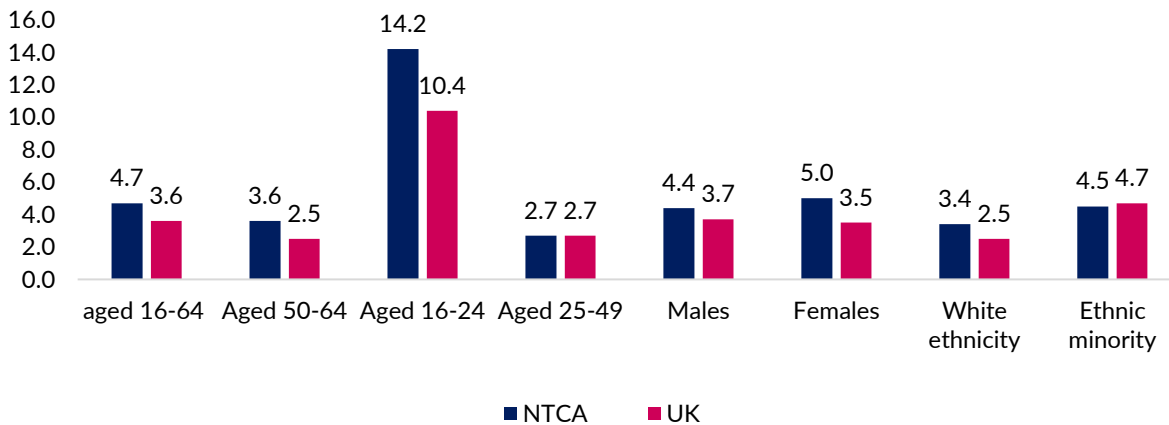


Figure 1- Unemployment rate (%) by age, gender and ethnicity (Jan-Dec 2022)

- In the NTCA, 14.2% (n=7,800) of those aged 16-24 are unemployed, compared to 10.4% across the UK. This is also much higher than the unemployment rate for working age individuals (16-64 years) which was 4.7% (n=17,600) in the NTCA and 3.6% in the rest of the UK.
- Those ages 50-64 in the NTCA have a lower unemployment rate (3.6%) compared to the working-age average, however, it is still higher than the UK unemployment rate (2.5%) for the population of this age.
- The NTCA has the same unemployment rate for individuals aged 25-49 (2.7%) as the rest of the UK.
- In NTCA, ethnic minorities experience a higher unemployment rate (4.5%, n=1,800) compared to white residents (3.4%, n=15,900).
- For ethnic minorities the economic inactivity rate is 31.4% (n=12,500) among ethnic minorities and 25.6% (n=119,700) among white residents.<sup>15</sup>
- In both the UK and NTCA, ethnic minorities are more likely to be unemployed and economically inactive.
- In the NTCA, females (5.0%, n=9,200) face a slightly higher unemployment rate than males (4.4%, n=8,300), whereas across the UK, females have a slightly lower unemployment rate. Moreover, in the NTCA the gender gap in unemployment is wider in the NTCA than the rest of the North East.<sup>16</sup>
- In England, the employment rate for those with a disability or work-limiting condition has been increasing and during 2022, was at 57%, meanwhile in NTCA, the employment rate has decreased since the pandemic, and currently sits at 48.5%.<sup>17</sup>
- In general, the **health of the residents in NTCA is poorer** when compared to the rest of England. NTCA has a higher proportion of residents who report that they have very bad, bad, and fair health

<sup>15</sup> Source: ONS Annual Population Survey

<sup>16</sup> Source: ONS Annual Population Survey

<sup>17</sup> Source: ONS Annual Population Survey

compared to the rest of England, where a larger proportion of residents indicated that they have very good or good health.<sup>18</sup>

- In addition, 20% of NTCA residents are considered disabled under the Equality Act, compared to 17% across England.<sup>19</sup>
- The table below outlines the number of NTCA residents who are unemployed or economically inactive by demographic group.

| Demographic group                                               | Unemployed<br>(Number of residents) | Economically inactive<br>(Number of residents) |
|-----------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| Aged 16-24                                                      | 7,800                               | 34,400                                         |
| Aged 25-49                                                      | 5,800                               | 42,300                                         |
| Aged 50-64                                                      | 7,800                               | 55,500                                         |
| Aged 16-64                                                      | 17,600                              | 132,200                                        |
| Males                                                           | 8,300                               | 58,500                                         |
| Females                                                         | 9,200                               | 73,800                                         |
| White ethnicity                                                 | 15,900                              | 119,700                                        |
| Ethnic minorities                                               | 1,800                               | 12,500                                         |
| With health conditions or illnesses lasting more than 12 months | 8,500                               | -                                              |
| Disabled or working-limiting disabled                           | -                                   | 66,900                                         |

- Employers within the NTCA report are struggling to fill vacancies due to the lack of skills, qualifications, and experience in applicants.
- The NTCA **Equalities Assembly** engaged residents to understand the routes and barriers residents face when entering the job market. Residents highlighted that they often felt recruitment processes were unfair, both in terms of accessibility and inclusivity. They cited noting a lack of diversity on recruitment panels and a lack of transparency in processes and feedback. The lack of diversity and equality was further reported by residents in the workplace, as they highlighted that EDI actions taken by employers often felt 'tokenistic.'<sup>20</sup> Working with employers on ensuring that their workplace environments and hiring practices are inclusive will help ensure that groups who face barriers to entering the workforce, such as those with disabilities, caring responsibilities, and ethnic minorities, are more supported by their potential employers.

<sup>18</sup> [Build a custom area profile - Census 2021, ONS](#)

<sup>19</sup> [Build a custom area profile - Census 2021, ONS](#)

<sup>20</sup> [UKSPF Year 3 Evidence and recommendations v3.docx](#)

## Appendix 2 - Participant registration form

| Participant Registration Form For Participants and Advisers to Complete                                                                                                  |                                                |                                                             |                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------|----------------------|--|
| Full Name                                                                                                                                                                |                                                |                                                             |                      |  |
| Address                                                                                                                                                                  |                                                |                                                             |                      |  |
|                                                                                                                                                                          | Postcode                                       |                                                             |                      |  |
| Email                                                                                                                                                                    |                                                |                                                             |                      |  |
| Mobile / Phone                                                                                                                                                           |                                                |                                                             |                      |  |
| Preferred method of contact                                                                                                                                              |                                                |                                                             |                      |  |
| National Insurance Number                                                                                                                                                |                                                |                                                             |                      |  |
| How did you hear about the Project?                                                                                                                                      | Delivery Partner Existing Client               |                                                             |                      |  |
|                                                                                                                                                                          | JobCentre Plus                                 |                                                             |                      |  |
|                                                                                                                                                                          | NHS Health Service                             |                                                             |                      |  |
|                                                                                                                                                                          | Voluntary Sector Partner                       |                                                             |                      |  |
|                                                                                                                                                                          | Housing Association/ Provider                  |                                                             |                      |  |
|                                                                                                                                                                          | Self-referral                                  |                                                             |                      |  |
|                                                                                                                                                                          | Outreach and engagement from Delivery Provider |                                                             |                      |  |
|                                                                                                                                                                          | Careers Service                                |                                                             |                      |  |
|                                                                                                                                                                          | Promotional publicity (posters, leaflets, etc) |                                                             |                      |  |
|                                                                                                                                                                          | Word of Mouth                                  |                                                             |                      |  |
|                                                                                                                                                                          | Other                                          |                                                             |                      |  |
| Age                                                                                                                                                                      | Under 18 years                                 | 35 – 49                                                     |                      |  |
|                                                                                                                                                                          | 18 – 24                                        | 50 – 64                                                     |                      |  |
|                                                                                                                                                                          | 25 - 34                                        | 65 or over                                                  |                      |  |
| Do you consider yourself to have a disability? Yes <input type="radio"/> No <input type="radio"/> Prefer not to say <input type="radio"/>                                |                                                |                                                             |                      |  |
| If yes: is this a physical disability <input type="radio"/> a mental disability <input type="radio"/> Both <input type="radio"/> Prefer not to say <input type="radio"/> |                                                |                                                             |                      |  |
| Gender:                                                                                                                                                                  | Male                                           | Female                                                      |                      |  |
|                                                                                                                                                                          | Non-binary                                     | Other                                                       |                      |  |
|                                                                                                                                                                          | Prefer not to say                              |                                                             |                      |  |
| Current Economic Status                                                                                                                                                  | Unemployed and looking for work                | Unemployed but not looking for work (Economically Inactive) |                      |  |
|                                                                                                                                                                          | Employed                                       | Retired                                                     |                      |  |
|                                                                                                                                                                          | In full time education                         |                                                             |                      |  |
| Highest Qualification Level                                                                                                                                              | No formal qualification                        | Level 1                                                     | Level 2              |  |
|                                                                                                                                                                          | Level 3                                        | Level 4                                                     | Level 5              |  |
|                                                                                                                                                                          | Level 6                                        | Level 7                                                     | Trade Apprenticeship |  |
| Ethnicity                                                                                                                                                                |                                                |                                                             |                      |  |

|                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> White British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Gypsy or Irish traveller<br><input type="checkbox"/> Any other White background<br><br><input type="checkbox"/> Mixed / multiple ethnic groups<br><input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African<br><input type="checkbox"/> Any other Mixed / Multiple ethnic background<br><br><input type="checkbox"/> Asian / Asian British<br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Any other Asian | <input type="checkbox"/> Black / African / Caribbean / Black British<br><input type="checkbox"/> African<br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> Any other Black / African / Caribbean background<br><br><input type="checkbox"/> Arab<br><br><input type="checkbox"/> Any other ethnic group<br><input type="checkbox"/> Prefer not to say |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This project is delivered by [insert partners' names] in partnership with, and funded by, North of Tyne Combined Authority (NTCA).

[insert partner's name] is supporting you and has its own Data Privacy Statement which they will have shared with you and is available on their website. (You can also ask your Adviser for a copy).

All personal information collected about you will be stored securely and treated in accordance with the General Data Protection Regulation (GDPR). Your information will be stored electronically and will only be used for the purpose of performance management of this contract and for monitoring and evaluating the impact of the programme. We will collect and process your personal data to help assist with understanding equality and diversity across the programme. North of Tyne Combined Authority will hold your data for 6 months beyond the life of the programme.

In accordance with GDPR, NTCA has a Data Protection Officer who makes sure your rights are respected and the law is followed. You can see the NTCA Data Privacy Policy at [www.northoftyne-ca.gov.uk](http://www.northoftyne-ca.gov.uk). If you have any concerns or questions about how NTCA looks after your personal information, or you require any further information, please contact the Data Protection Officer, Phil Slater at [NTCA.dataprotection@northoftyne-ca.gov.uk](mailto:NTCA.dataprotection@northoftyne-ca.gov.uk) or by calling (0191) 2116500.

### **Programme Monitoring and Evaluation**

As part of the programme's monitoring, we may require to speak with participants to find out about their experience and help improve our programmes in the future. This will be done using the contact details you provided on signing up to the programme.

Are you willing to be contacted by the North of Tyne Combined Authority or a project evaluation partner to share your feedback?

Yes  No

If yes, how can they contact you? An online survey  A telephone interview

If you tick yes to the above question you are consenting to your telephone number or email address being shared with NTCA and/ or the evaluator. You can withdraw your consent at any time.

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only** Participant Reference Number: \_\_\_\_\_